

JOE RUBIO, DISTRICT ATTORNEY
HOT CHECKS DIVISION
1110 VICTORIA SUITE 401, P.O. BOX 1343
LAREDO, TEXAS 78042-1343
TEL: (956) 523-4900 FAX: (956) 523-5054

DATE: _____

COMPLAINANT'S NAME: _____

COMPLAINANT'S ADDRESS: _____

COMPLAINANT'S TELEPHONE: _____

FOLLOWING CHECKS SUBMITTED BY: _____

DEFENDANT'S NAME	ADDRESS	LICENSE #	CHECK AMOUNT	SERVICE/PRODUCT PURCHASED

Please read the entirety of this notice before submitting any Hot Checks to this office. The District Attorney's Office will not collect any merchant fees. After the check is filed, NEITHER YOU NOR YOUR EMPLOYER may accept payment from the Defendant or from anyone EXCEPT this office, as the District Attorney assumes full control over the disposition of this case. If you accept payment directly from Defendant, YOU will be responsible for paying the processing fees added to the defendant's balance. This will allow us to evaluate the prosecution or the possible issuance of an arrest warrant for the defendant. Keep in mind that although it is our first priority, **we cannot guarantee restitution on all checks filed with us.**

After 15 days of filing hot checks you can contact our office for the status. This is your responsibility to do so, remember the District Attorney's Office receives hundreds of hot checks on a weekly basis. Subsequently, if the hot check writer does not make payments or arrangements to do so, you will be required to sign a complaint before a judge for the issuance of a warrant. In some cases you will entail the facts and circumstances surrounding the acceptance of the check in question.

THE FOLLOWING ARE SOME CHECKS THAT ARE NOT ACCEPTED BY THIS OFFICE FOR COLLECTION:

- POST DATED CHECKS
- OUT OF STATE BANK CHECKS
- CHECKS SENT BY MAIL
- CHECKS ISSUED OVER ONE YEAR OLD
- CHECKS PREVIOUSLY HANDLED BY PRIVATE COLLECTION AGENCY
- CHECKS, WHICH DO NOT HAVE PROPER IDENTIFICATION OF THE CHECK WRITER
- PAYROLL CHECK
- PAYMENT ON ACCOUNTS
- STOP -PAYMENTS
- TWO PARTY CHECKS

PLEASE BE AWARE THAT IF WE CHOOSE TO ACCEPT YOUR CHECK (S) FOR COLLECTION PURPOSES AS A (COURTESY EFFORT), OUR OFFICE CANNOT PROMISE OR GUARANTEE COLLECTION NOR PROSECUTION OF THE DEFENDANT.

X _____
COMPLAINANT'S SIGNATURE